

980867 2-11-00

Employee & Manager Checklist of Financial Obligations/PropertyFor Separation/Leave of Absence

*** IBM CONFIDENTIAL WHEN COMPLETE ***

(Page 1 of 2)

EMPLOYEE NAME
WILLIAM REIDSERIAL
980867DEPT/DIV
121C/05HOME ADDRESS CITY STATE ZIP
7819 PENCROSS LANE DALLAS, TX 75248

WORK ADDRESS: 1605 LBJ FREEWAY DALLAS, TX 75234

Section II Type of Transaction	Method of Payment (leaves only)
X Separation	- A) Obligations paid in full
- Leave	- B) Continue monthly payments
	- C) Repayments suspended

Section III Financial Obligations (Place an X next to Items that apply)

Col. 1	Balance	Col. 2	Balance
ADVANCES		OVERPAYMENT	
Airline	-	TEA	-
M & L	-	Salary	-
Salary	-	EMERGENCY AID LOAN	-
Travel	-	EMPLOYEE PURCHASE	-
Working Funds	-	Loan	-
ASSIGNMENTS		Order In-Process	-
Domestic:		RELOCATION	
State Tax Loan	-	Home Equity Loan	-
Rent Sec. Dep.	-	Lump Sum Adjustment	-
International	-	MISCELLANEOUS	
CHARGE CARDS		Employee Payments	-
Paid by IBM	-	Overdraft(s)	-
Telephone-Type:	-	Home Terminal	-
Acct#	-		-
	-	Commission/Bonuses	-
		(Zero dollars due employee)	-
		New Hire Sign-On	-
		Bonus	-

Other (Please List)

_____	-		
_____	-	Total Section V	0
_____	-	Total Col. 2	0
_____	-	Carry-over Col. 1	0
_____	-	Gross Total	0

Section IV Property/Equipment (Place an X next to items that apply and indicate Yes or No on Returned column)

	Returned YES (Yes/No)		Returned (Yes/No)
CALLING CARD	✓ YES	Mobile Phone	-
Charge Cards	✓ YES	Fax Equipment	-
Home Terminal	✓ YES	PAGER	✓ YES
Software	✓ YES		

Section V Charge Cards

American Express \$ _____ Diners Club X \$ 0.00

Section VI Statements of Understanding Signatures

Employee should read and sign the applicable subsection (A or B) below:

(A) The undersigned employee acknowledges that at the present time, except as set forth in Section V, he/she owes IBM the above listed debts and promises that he/she will pay IBM this amount. In accordance with this promise, the employee voluntarily directs IBM to deduct up to the total amount of such debts from any compensation that he/she is owed in the future. The employee promises to pay IBM any balance remaining after such deduction within six months from date of separation unless there are extenuating circumstances which warrant an extended repayment period. The undersigned employee further acknowledges that he/she owes any credit card balance as set forth in Section V to American Express or Diners Club and voluntarily authorizes IBM to deduct such amount from any compensation that he/she is owed at the present time or may be owed in the future and make such payment to the applicable credit card company on the employee's behalf.

Employee Name
WILLIAM REID

Employee Signature

William Reid

Date

2/15/00

(B) The undersigned employee promises to pay IBM within six months from date of separation any debts he/she owes IBM at this time, the existence of which is not presently known to the employee's manager or the amounts of which have not been ascertained.

Employee Name
WILLIAM REID

Employee Signature

William Reid

Date

2/15/00

Interviewer or Manager Name

Mary J. Brown

Interviewer or Manager Signature

Date

2/15/00